

Job Description

Post title: SITE SUPERVISOR - Uppingham Community College

Grade:	Scale 5/ 6 Dependant on Kills & experience
Salary:	In line with national support staff pay scales
Responsible to:	Site Manager and Headteacher
Contract Type:	Full Time, Permanent
Line Managing:	SITE ASSISTANTS

Trust Values

Inclusion: *Include, value and respect each other*

- We create a community that is welcoming and inclusive to all.
- We increase the presence, participation, and achievement of all.

Sustainability: *Act and think about the sustainability of all our actions*

We make decisions based on long term impacts rather than short term gains.

We take actions to reduce the impact on our environment and raise awareness with adults and pupils.

Partnership: *A willingness and a desire to work effectively with others*

We learn from organisations outside of our setting to improve our practice.

We create impact which is not possible by working in isolation.

Integrity: *Demonstrate sound tomorrow and ethical principles*

We do the right thing, even when circumstances might be difficult.

We ensure our actions are consistent with our words.

Respect: *Treat everyone with respect and fairness*

We are thoughtful of others and act with kindness.

We promote diversity of thought, ideas and people.

Excellence: *Strive for excellence in all we do*

We focus on what matters to deliver ambitious outcomes for all.

We create a culture of continuous learning and innovation to drive improvements.

School Values

At Uppingham Community College, the core values of **Kindness**, **Honesty** and **Respect** form the cornerstone of our school culture. It is therefore paramount for all colleagues at UCC to model these at every opportunity so that we create the conditions where everyone can thrive in their learning, development and achievement.

Job Purpose

- Ensure, as far as reasonably practicable, that the College site remains compliant with all current legislation and statutory guidance.
- Maintain the College buildings and grounds in excellent repair, including structure, fabric and finishes.

- Ensure the site is secure, safe, clean and welcoming for staff, pupils, visitors and lettings users.
- Lead and manage the site team to deliver a high-performing, responsive, and professional estates function.
- To support the UCC vision 'Everyone at UCC thrives'
- To line manage and develop colleagues at UCC to ensure high quality outcomes for all groups of children.

Specific Leadership & Management Responsibilities

- Line manage, develop and support the Site Assistant(s) and wider site team.
- Plan, delegate and quality assure daily, weekly and termly tasks to ensure no aspect of site management is overlooked.
- Liaise with College staff to arrange and deliver specific site requirements/set up and timetable site staff accordingly;
- Provide full flexibility in covering staff absences, including early mornings, evenings and occasional weekends where required.
- Oversee the evening and weekend lettings site team to ensure high standards of security, cleanliness and customer service.
- Support the Site Manager in the management of lettings to local community groups and act as the first point of contact for any changes/amendments to bookings.
- Coordinate and quality assure the work of contract cleaners, ensuring high standards are consistently met.
- Contribute to a climate at UCC where all colleagues are empowered to achieve success through appropriate delegation of responsibility and accountability in a supportive environment.
- Build own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement

Safeguarding & Equality

- Adhere to the school's safeguarding and child protection policies to ensure student welfare.
- Promote inclusivity and equal opportunities in teaching and learning.
- Uphold the professional expectations of the Teachers' Standards in all aspects of practice.

Specific Responsibilities

1. Site maintenance and Compliance

- Prepare and implement planned preventative maintenance schedules in liaison with the Site Manager.
- Manage all contractors on site, ensuring full compliance with Health and Safety regulations and inspecting completed works.
- Undertake routine inspections and maintain accurate compliance records.
- Complete and document statutory checks including Fire, Asbestos, Legionella, COSHH and equipment inspections.
- Attend regular site review meetings and contribute to estates planning and budget discussions.

2. Health, Safety and Emergency Response

- Ensure all duties are carried out in accordance with Discovery Trust and UCC Health and Safety policies.

- Undertake and document risk assessments as required working with the Site Manager as necessary.
- Act as first responder for out-of-hours alarm activations and emergency callouts.
- Initiate emergency procedures quickly and effectively, liaising with Police, Fire and utility services as required.
- Provide safe access to the site during adverse weather and emergency situations.

3. Fire and Security

- Ensure the College site is secure in line with safeguarding legislation.
- Manage daily opening and closing procedures, alarm setting and disarming.
- Oversee weekly fire alarm testing and maintain comprehensive compliance logs.
- Monitor traffic and parking arrangements to ensure site safety.

4. School Transport

- Oversee safe access/egress to the car park for all users, ensuring site supervision at the start and end of the school day.
- Manage the use of the school minibus and ensure all safety checks are carried out in accordance with regulatory requirements.
- Maintain a register of qualified drivers and on occasion, drive the minibus on trips and school fixtures as required.

5. Cleaning and Standards

- Oversee all cleaning operations (internal and external).
- Quality assure contract cleaners and address any performance concerns promptly.
- Undertake emergency or occasional cleaning when necessary to maintain standards.
- Ensure entrances, paths, yards and external areas are safe, clean and well presented.

Influencing and Managing Relationships

- Hold all colleagues that you line manage at UCC to account for their performance in line with their job descriptions and/or Teachers' Standards.
- Line manage the Personal Improvement Planning (appraisal) process for those you line manage, setting ambitious targets and encouraging continuing professional development (school improvement focus).
- Nurture robust, open and effective relationships with all colleagues at UCC.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. They may be asked to cover cluster leadership roles and responsibilities if required. The post-holder is expected to observe and comply with all UCC's policies and regulations, for example, safeguarding, health and safety, EVC, data protection etc.